

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
PROMOTIONAL OPPORTUNITY
Open To Current City of San Diego Employees Only**

#P2308 LEAD STADIUM CUSTODIAN (CUSTODIAN III)

***MONTHLY SALARY: \$2310 to \$2731**

***APPLICATION FILING PERIOD: October 21, 2005**

LAST DATE: December 7, 2005

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Future application filing periods may be announced.

REQUIREMENTS: You must meet the following requirement(s) by the last date to apply, unless otherwise indicated.

EXPERIENCE: One year of full-time experience as a Custodian. (1 year = 1800 hours)

LICENSE: A valid California Class C Driver's License may be required at time of hire.

HIGHLY DESIRABLE: Ability to speak in both English and Spanish, for which bilingual pay may be provided.

DUTIES: Lead Stadium Custodians, lead, train, assign and participate in the work of custodial crews in cleaning and maintaining various facilities during and after events at Qualcomm Stadium; inspect the work in assigned areas; make recommendations to supervisors regarding the work performance of subordinates; requisition/issue supplies and maintain inventory; maintain timekeeping records; make written and oral requests for repair work and materials; provide information and assistance to the public; some positions may be required to drive light trucks and related equipment; and perform related work.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **SPECIAL APPLICATION (including any attachments required)** for this position. Your Special Application will be made available to the hiring department(s). Please submit requested materials only.

SCREENING PROCESS: The screening process will initially consist of a review of the application materials in relation to the job requirements specified above and may include a written test, if it is administratively necessary, based upon the number of applicants. If required, all qualified applicants will be invited to participate in the written test and will be notified by mail regarding the date, time and location.

ELIGIBLE LIST: If no further screening is required beyond the evaluation of the applications, all qualified applicants will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **two years**. If a written test is used, all qualified applicants who successfully complete the screening process will be placed on a **three category** eligible list based upon their final scores as follows: CATEGORY 1: 90 and above; CATEGORY 2: 80 through 89; CATEGORY 3: 70 through 79. For each vacancy, candidates certified to the hiring department(s) from the corresponding list will be contacted for an interview.

*TMN/April 26, 2002/*Rev. 1 (10-21-05)/Custodian III (*Option Title: Lead Stadium Custodian*)/Class 1390-A

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER